Section 7-3

TRANSFERS AND LOSSES

Overview

This document defines the process and establishes responsibilities for administrative actions to be taken when a DLAMP participant moves to a job in a different Component, leaves DLAMP, or is appointed to the Senior Executive Service. The guidelines apply to DLAMP participants from the time they are selected into the program by the DLAMP Council. All required notifications and actions will occur in a timely manner, i.e., within two weeks of the effective date of the action or decision.

Guidelines

1. Movement within DoD - General.

　　a. A participant who changes jobs within DoD while enrolled in DLAMP is expected to be permitted by the gaining organization to continue in the program.

　　b. The following will occur when a participant transfers to a job in a different Component of DoD:

　　　　(1) **The participant** will: (a) discuss the requirements of DLAMP participation with the gaining supervisor; (b) notify both the losing and gaining Component representatives of the date of transfer, the new organization, and his or her intent to remain in the program; and (c) complete and forward the Personal Information Change Sheet to both the new Component representative and the DoD DLAMP office.

　　　　(2) **The losing Component representative** will provide a copy of the participant's DLAMP records to the gaining Component representative. Records may include the participant's Individual Development Plan (IDP), any waivers granted by the Component, and the latest good standing certification.

　　　　(3) **The gaining Component representative** will advise the participant of Component-unique DLAMP policies and procedures, and of any immediate requirements, such as a deadline for revising and submitting the new IDP.

2. Selection for Senior Executive Service (or equivalent) Positions. Participants who are selected for positions at the SES level (or equivalent) will notify the

Component DLAMP representative of the selection and the effective date. The Component representative will forward the notification to the DoD DLAMP office. The format at Attachment 1 may be used for this purpose.

       a. Permanent Appointment. Such participants are deemed to have met the goals of DLAMP and are no longer eligible to attend DLAMP-sponsored education and development opportunities geared toward participants. A request for exception to attend a specific course will be considered on a case-by-case basis.

       b. Term Appointment. In lieu of the guidance in paragraph 5a above, a participant who is selected for a term SES appointment may choose to defer participation in DLAMP for the term of the appointment. In such cases, conversion back to active DLAMP status would be automatic if the individual returns to a General Schedule (or equivalent) position. Notification to the Component will include the length of the SES term and, if applicable, the participant's request for deferment. A request for exception to attend a specific course will be considered on a case-by-case basis.

3. Change to lower grade.

       a. Voluntary. A participant who chooses to accept a position at a grade level lower than the current DLAMP eligibility (e.g., lower than GS-13 or equivalent) will notify their Component DLAMP office. If the participant wishes to remain in DLAMP, he or she must submit a request through the Component to the DLAMP office. The request must include the reasons for requesting the lower graded position, the recommendation of the new supervisor, and the endorsement of the Component DLAMP representative. The Deputy Director, Executive Development will consider such requests on a case-by-case basis.

       b. Involuntary change to lower grade.

          (1) A participant who is changed to a lower grade involuntarily and is subject to grade retention continues in DLAMP unaffected.

          (2) A participant who is changed to a lower grade for cause (i.e., conduct or performance) will be reviewed by the Component DLAMP Board for removal from DLAMP under the Good Standing Policy.

          (3) Under other circumstances, if the participant wishes to remain in DLAMP, he or she must submit a request through the Component to the DLAMP office. The request must include the circumstances surrounding the change to lower grade, the recommendation of the new supervisor, and the endorsement of

the Component DLAMP representative. The Deputy Director, Executive Development will consider such requests on a case-by-case basis.

4. Losses.

   a. Voluntary withdrawal from DLAMP. Participants who choose to withdraw from the program will notify their Component DLAMP office. Components may establish their own procedures outlining the notification process. It is recommended that notification be made through the chain of command to ensure that all involved are informed and have the opportunity to consult with the participant regarding the decision. The Component representative will notify the DoD DLAMP office in writing of the date and reason for the withdrawal. An optional format for this notification is attached.

   b. Removal from DLAMP. Removals may be effected by the Component or the DoD DLAMP office in accordance with approved policy. Component representatives will advise the DoD DLAMP office in writing of the date and reasons for any removals directed by the Component Board.

5. Termination of DoD employment. An individual who leaves DoD permanently is no longer eligible to participate in DLAMP. The participant will notify the Component DLAMP representative of the date and nature of the termination of employment, e.g., resignation, transfer to another agency, retirement. The Component representative will forward the information to the DoD DLAMP office. The format at Attachment 1 may also be used for this purpose.

6. Readmission. A former participant who wishes to be readmitted to DLAMP must apply to the respective Component Board for admission during an open announcement period. If nominated by the Component Board for a Component quota and approved by the DLAMP Council, the individual will be readmitted as a member of the new class. Prior experience, education, and training will be credited based on DLAMP policies in place at the time the new class is admitted.

DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM (DLAMP) NOTIFICATION OF INTENT TO TERMINATE PARTICIPATION

This format may be used by a participant to notify key personnel of his or her decision to leave DLAMP. It should be completed and forwarded, subject to Component procedures, through the Component DLAMP representative to the DoD DLAMP office.

Section 1: Personal Information

Name: _____
DLAMP Class Year _____   Current Component:_____
Work Phone Number: _____   Work E-mail: _____

Section 2: Reason for Leaving DLAMP (check the appropriate response)

_____ I have been selected for a position in the Senior Executive Service (or equivalent), effective (date): _____

_____ I am withdrawing from DLAMP voluntarily for the following reason(s):
_____
_____
_____

_____ I am transferring to a position outside the Department of Defense.
New agency: _____   Date of transfer: _____
Is this a promotion? (Yes/No): _____

_____ I am retiring, effective (date): _____

_____ I am resigning from Federal service, effective (date): _____

_____ Other (please elaborate): _____
_____
_____

Section 3: Signatures (subject to Component procedures)

DLAMP Participant _____ Date _____

Supervisor _____ Date _____

Component Representative _____ Date _____